

NORTH SUBURBAN ACCESS CORPORATION
December 1, 2011
Immediately following NSCC Meeting
NSCC/NSAC
2670 Arthur Street, Roseville, MN

A G E N D A

- I. Call to Order
- II. Roll Call
- III. Approval of Agenda
- IV. Approval of Minutes
- V. Reports
 - A. Executive Director
 - B. Production & Outreach Manager
 - C. Senior Technician/Facilities Coordinator
- VI. General Business
 - A. Treasurer's Report – October 2011
 - B. Appointment to Strategic Planning Committee
 - C. 2012 Budget
- VII. Announcements
 - A. Crew introductions
- VIII. Adjournment

*Please call the office if you or your alternate are
unable to attend the meeting.*

Next Regular Meeting – January 5, 2011

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**NORTH SUBURBAN ACCESS CORPORATION
MINUTES
November 3, 2011**

I. Call to Order

Board President Dan Roe called the meeting to order at 8:01pm at the CTV North Suburbs Roseville facility

II. Roll Call

The following Board Members were in attendance:

Craig Wilson, Arden Hills
Rick Talbot, Falcon Heights
Jeff Dains, Lauderdale
Rick Montour, Little Canada
Barb Haake, Mounds View
Gina Bauman, New Brighton
Dan Roe, Roseville
Blake Huffman, Shoreview

Others Present:

Coralie Wilson, Executive Director
Patrick Cook, Senior Technician & Facilities Coordinator
Patricia Doocy, Office & Human Resource Coordinator

III. Approval of Agenda

Ms. Haake moved, seconded by Mr. Dains, to approve the agenda. The motion was approved unanimously.

IV. Approval of Minutes

Mr. Huffman moved, seconded by Ms. Bauman, to approve the minutes of the October 6, 2011, Board meeting. The motion was approved with one abstention from Mr. Talbot of Falcon Heights.

V. Reports

A. Executive Director

Ms. Wilson reported that a contractor has been selected for the building signage and the design is being reviewed by Ryan to make sure it meets their sign specifications. She also reported that the furniture has been ordered for the Off Air lounge; the cost was around \$2,100.

Ms. Wilson reminded the Board to watch CTV Rewind; the current topic is city programming. She added that it can be watched both on the channel as well as on the web. The next topic will be holiday programs.

B. Production and Outreach Manager

Mr. Domke's written report was included in the packet.

C. Senior Technician and Facilities Coordinator

Mr. Cook reported that CTV will be covering two section champion football games; St. Anthony vs St. Croix Lutheran and Mounds View vs Totino Grace.

Mr. Cook also reported that the Technical Services Department has been gearing up for election coverage.

Mr. Cook announced that Arden Hills is now using CTV's playback system. This agreement saves the city about \$8,000 in capital equipment.

VI. General Business

A. Treasurer's Report

Mr. Huffman moved, seconded by Mr. Dains, to approve the September 2011 Treasurer's report. The motion was approved unanimously.

B. Appointment to Strategic Planning Committee

Mr. Roe reported that he, Mr. Huffman and Ms. Haake are presently serving on the Strategic Planning Committee, but Ms. Haake will be leaving for Florida in early December. He urged the other Board members to consider volunteering to serve on the committee, which he will appoint at the December meeting.

C. 2012 Budget – Preliminary Review

Ms. Wilson reviewed the proposed 2012 0.budget.

VII. Announcements

A. Crew introductions

Mr. Roe introduced the production crew: Riley O'Brien, Kevin O'Brien and Kevin Schmitz.

VIII. Adjournment

Mr. Huffman moved, seconded by Mr. Dains, to adjourn the meeting. The motion was approved and the meeting adjourned at 8:29pm.

Respectfully submitted:

Blake Huffman, Secretary Treasurer

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**NSAC Item V.A.
November 21, 2011**

to: Board of Directors

from: Cor Wilson
Executive Director

subject: November Report

Election Coverage – Our November 8 election night program went very well. Our talent for the evening included Board president Dan Roe, Rick Montour and Barb Haake. State Representative Mary Jo McGuire also joined us for political analysis. In addition, twelve candidates came to the studio and engaged in small group discussions led by Dan Roe and Lynn Redlinger. Terri Schultz reported that we had 45 page views (30 unique) on line.

Santa Claus Is Next – Our annual Santa Call-in program is scheduled for December 6. If you know any children who would like to talk to Santa, they can come to the studio and give him their list in person or call in to talk to him on the telephone. Even if you don't have kids, feel free to join us for the festivities.

Increased Activity – Although it's too early to pull statistics, we are seeing an increase in activity at the new facility, with two and, recently, three programming events going on simultaneously. Last week, we saw "Tale of Ten Cities" in the studio, the students from CreaTV throughout the facility, and Gene Jaberg doing interviews with faculty from United Theological Seminary in the large conference room. It is truly a joy to see so many people taking advantage of the opportunities at CTV North Suburbs.

Building Update – As I write this, I am waiting for a final lien waiver from Weber, Inc., and approval of our building sign from Ryan Companies. With the final lien waiver, Ryan will reimburse us the tenant improvement allowance.

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North Suburban Access Corporation

2011 Financial Report Summary

For the Ten Months Ending October 31, 2011

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Revenues						
Tuition/Training/Misc.	548.88	a.	7,764.38	(0.78)	8,334.00	10,000.00
Cable Company Grants	318,818.52		1,275,274.08	(1.00)	1,062,729.00	1,275,275.00
Interest Income	1,354.97	b.	1,354.97	(0.08)	15,000.00	18,000.00
Reimburs/WEBstream	0.00		21,028.56	(0.73)	24,167.00	29,000.00
Earned Income	5,474.14		46,334.29	(1.29)	30,000.00	36,000.00
Donations	195.30		688.10	(0.69)	834.00	1,000.00
Transfer from Reserves	0.00		338,825.00	(0.62)	452,274.00	542,729.00
Total Revenues	326,391.81		1,691,269.38	(0.88)	1,593,338.00	1,912,004.00
Expenses Summary						
Personal Services	65,151.37		669,110.91	0.81	691,793.00	830,154.00
Operating Expenses	28,524.55		307,686.50	0.70	365,544.00	438,650.00
Contingency	0.00		0.00	0.00	0.00	0.00
Capital Expenses	5,535.90		904,284.05	1.41	536,000.00	643,200.00
Total Expenses	99,211.82		1,881,081.46	0.98	1,593,337.00	1,912,004.00
Net	\$ 227,179.99		(\$ 189,812.08)	0.00	1.00	0.00

a. Tuition/Misc. -- Dubs and class fees

b. Interest Income -- Interest on accounts at Bremer Bank.

North Suburban Access Corporation

2011 Detail Financial Report

For the Ten Months Ending October 31, 2011

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Personal Services						
Full Time Salaries	45,784.14		466,091.50	0.78	498,333.00	598,000.00
Part Time Salaries	617.69		54,683.45	0.90	50,834.00	61,000.00
FICA	4,080.93		39,918.08	0.73	45,416.00	54,499.00
Retirement	5,458.05		25,314.65	0.85	24,712.00	29,655.00
Unemployment	124.81		2,767.72	0.79	2,916.00	3,500.00
Workers Comp	0.00		3,316.00	0.95	2,916.00	3,500.00
Health/Life Insurance	9,085.75		77,019.51	0.96	66,666.00	80,000.00
Total Personal Services	65,151.37		669,110.91	0.81	691,793.00	830,154.00
Operating Expenses						
General						
Printing	41.17	c.	4,018.23	0.60	5,584.00	6,700.00
Publications	63.60	d.	234.18	0.39	500.00	600.00
Memberships	3,260.00	e.	5,093.00	0.44	9,582.00	11,500.00
Entries Fees	275.00	f.	3,070.00	1.02	2,500.00	3,000.00
Video Programming	0.00		0.00	0.00	125.00	150.00
Total General	3,639.77		12,415.41	0.57	18,291.00	21,950.00
Supplies						
Office Supplies	1,584.93		5,603.51	0.56	8,334.00	10,000.00
Video Supplies	453.03		12,536.22	0.74	14,166.00	17,000.00
Software Supplies	0.00		7,605.56	0.51	12,500.00	15,000.00
Volunteer Supplies	418.55	g.	7,828.24	0.65	10,000.00	12,000.00
Total Supplies	2,456.51		33,573.53	0.62	45,000.00	54,000.00

c. Printing -- Preparation for mailing newsletter.

d. Publications -- Pioneer Press (split with NSCC)

e. Memberships -- Alliance for Community Media; Roseville Rotary Club

f. Entry Fees -- Midwestern Region Emmy Award (duplicate award for multiple producers)

g. Voluntter Supplies -- Crew food

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Maintenance						
Office Equipment	866.07		2,990.72	0.43	5,834.00	7,000.00
Video Equipment	1,779.34		12,417.62	0.62	16,667.00	20,000.00
Van Operations	466.11	h.	10,453.95	0.52	16,666.00	20,000.00
Building Janitorial	5,491.66		58,254.32	1.66	29,167.00	35,000.00
Total Maintenance	8,603.18		84,116.61	1.03	68,334.00	82,000.00
Travel						
Conferences	715.00	i.	7,236.89	0.60	10,000.00	12,000.00
Mileage & Meals	210.81		3,860.48	0.92	3,500.00	4,200.00
Total Travel	925.81		11,097.37	0.69	13,500.00	16,200.00
Tuition & Training						
Tuition & Training	30.00	j.	1,062.20	0.27	3,333.00	4,000.00
	30.00		1,062.20	0.27	3,333.00	4,000.00
Utilities						
Utilities	2,099.45		30,912.39	1.93	13,334.00	16,000.00
	2,099.45		30,912.39	1.93	13,334.00	16,000.00
Leases						
Rent	6,785.60	k.	7,535.60	0.09	70,000.00	84,000.00
Property Taxes	0.00		0.00	0.00	0.00	0.00
Miscellaneous	0.00		160.00	0.05	2,500.00	3,000.00
Bldg Security	0.00		0.00	0.00	0.00	0.00
Postage Meter	0.00		1,850.40	0.62	2,500.00	3,000.00
Total Leases	6,785.60		9,546.00	0.11	75,000.00	90,000.00

h. Van Operations -- Fuel costs

i. Conferences -- Ceremony for Midwestern Regional Emmy Awards. Also includes NATOA conference registration for Roseville IT staff; cost will be re-allocated to NSCC.

j. Tuition/Training -- Wellness reimbursement

k. Rent -- First rent payment to Ryan Companies

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Contractual						
Audit	450.00	l.	6,000.00	0.92	5,417.00	6,500.00
Sales Tax	576.95		8,222.57	0.41	16,667.00	20,000.00
Payroll	264.68		2,808.23	0.74	3,166.00	3,800.00
Insurance	0.00		12,772.80	1.28	8,334.00	10,000.00
Legal	0.00		20,852.00	0.70	25,000.00	30,000.00
Special Program Grants	0.00		0.00	0.00	0.00	0.00
Internet Connection	1,000.00		10,000.00	0.82	10,168.00	12,200.00
Miscellaneous	618.30	m.	28,564.83	0.82	29,167.00	35,000.00
Total Contractual	2,909.93		89,220.43	0.76	97,919.00	117,500.00
Communications						
Postage	229.58		4,362.90	0.73	5,000.00	6,000.00
Telephone	724.61		11,980.67	0.86	11,666.00	14,000.00
Advertising & Promotion	120.11	n.	17,866.99	1.12	13,333.00	16,000.00
Total Communications	1,074.30		34,210.56	0.95	29,999.00	36,000.00
Recruiting						
Recruiting	0.00		1,532.00	1.53	834.00	1,000.00
Total Operating	28,524.55		307,686.50	0.70	365,544.00	438,650.00

l. Audit -- Preparation of IRS 990 form

m. Misc. Contractual -- Roseville IT services; DOT examination for truck technician; bank fees

n. Advertising/Promotion -- Registration for Shoreview Senior Fair; Yellow Pages ad

	Current Month		Year to Date	% Total Budget	Y-T-D Budget	Annual Budget
Contingency						
Contingency	0.00		0.00	0.00	0.00	0.00
Capital Expenses						
Capital Improvements	2,500.00	o.	799,493.75	1.43	466,833.00	560,200.00
Video Equip.	3,035.90	p.	80,401.30	1.46	45,834.00	55,000.00
Office Equipment	0.00		24,389.00	0.87	23,333.00	28,000.00
Total Capital	5,535.90		904,284.05	1.41	536,000.00	643,200.00
Total Expenses	99,211.82		1,881,081.46	0.98	1,593,337.00	1,912,004.00
Net	\$ 227,179.99	(\$	189,812.08)	0.00	1.00	0.00

o. Capital Improvements -- Final fee for architectural services

p. Video Equipment -- Signal processing equipment for master control

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**NSCC Item VI.C.
November 22, 2011**

to: Directors
from: Cor Wilson, Executive Director
subject: 2012 Budget

The proposed 2012 Budget is attached for your review and approval.

Action Requested: Motion to approve the 2012 Budget.

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**North Suburban Access Corporation
2012 Budget**

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	2010	2011	2011	2011	2012	Percent
	Actual	Budget	Jan-Oct YTD	Estimated Total	Proposed Budget	Change
Revenues						
Cable Company Grants	1,214,547	1,275,275	1,275,274	1,275,274	1,339,038	5.0%
Interest Income	9,285	18,000	1,355	1,626	2,000	-88.9%
Tuition/Training/Misc.	11,031	10,000	7,764	9,317	10,000	0.0%
Reimbursements	29,226	29,000	21,029	29,000	30,000	3.4%
Earned Income	76,939	36,000	46,334	55,000	60,000	66.7%
Donations	1,182	1,000	688	738	1,000	0.0%
Transfer from Reserves	130,000	542,729	338,825	490,539	62,718	-88.4%
<i>Total Revenues</i>	1,472,210	1,912,004	1,691,269	1,861,494	1,504,756	-21.3%
Expenses						
Personal Services	803,658	830,154	669,111	812,738	903,306	8.8%
Operating Expenses	323,489	438,650	307,160	405,556	479,450	9.3%
Capital Expenses	48,667	643,200	829,299	643,200	122,000	-81.0%
<i>Total Expenses</i>	1,175,814	1,912,004	1,805,570	1,861,494	1,504,756	-21.3%
Net Revenue (less Expenses)	296,396	0	-114,301	0	0	
<p>Cable Company Grants -- Increases by a minimum of 5% per year.</p> <p>Interest Income -- Interest on funds at banking institution, effective 2011.</p> <p>Reimbursements -- This item includes reimbursements from those cities and school districts who choose to have NSAC program their channels and/or webstream their meetings. 2012 amount includes a 2% increase.</p> <p>Earned Income -- For rental of equipment and/or facilities, for paid production services and for technical services agreement.</p> <p>Transfer from Reserves -- Includes transfers from NSAC reserves, the Equipment Replacement Fund, and the Education Fund for renovations at new building. (See Capital Improvements, page 6.)</p>						

**North Suburban Access Corporation
2012 Budget**

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	2009	2011	2010	2011	2012	Percent
	Actual	Budget	Jan-Oct	Estimated	Proposed	Change
			YTD	Total	Budget	
Personal Services						
Full-Time Salaries	587,586	598,000	466,091	592,000	655,000	9.5%
Part-Time Salaries	60,452	61,000	54,683	47,000	60,000	-1.6%
Retirement	25,983	29,655	25,315	28,755	32,175	8.5%
Health/Life Insurance	74,971	80,000	77,020	85,500	90,000	12.5%
Unemployment	2,264	3,500	2,768	3,322	3,500	0.0%
Workers Compensation	3,533	3,500	3,316	3,316	3,500	0.0%
FICA	48,869	54,499	39,918	52,845	59,131	8.5%
Total Personal Services	803,658	830,154	669,111	812,738	903,306	8.8%
<p>Full-Time Salaries -- The salary adjustment in 2010 was 2%. In 2011, we implemented a graduated salary adjustment. In addition, we resurrected the production supervisor position, with an accompanying salary increase. In June 2011, the Board of Directors approved the new Business Manager/Deputy Executive Director position, which we anticipate filling early in 2012.</p> <p>Part-Time Salaries -- Includes funding for freelance producers, van technicians and trainers. Total amount is offset by reimbursements from NSCC for interns (from Scholarship Grant).</p> <p>Health/Life Insurance -- Staff pays 20% of the cost of medical insurance, in addition to co-pays for office visits and prescription drugs.</p> <p>Retirement -- Per Board policy, the Corporation contribute 4.5% to individual retirement accounts (a SEP, or Simplified Employee Pension plan) for all staff over the age of 21 years who have worked for NSAC for two years.</p>						

**North Suburban Access Corporation
2012 Budget**

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	2010 Actual	2011 Budget	2011 Jan-Oct YTD	2011 Estimated Total	2012 Proposed Budget	Percent Change
OPERATING EXPENSES						
General						
Printing	3,194	6,700	4,018	4,822	7,000	4.5%
Publications	688	600	234	300	500	-16.7%
Memberships	10,770	11,500	5,093	12,000	12,500	8.7%
Entry Fees	3,120	3,000	3,070	3,070	3,000	0.0%
Video Programming	0	150	0	0	150	0.0%
Total General	17,772	21,950	12,415	20,192	23,150	5.5%
Supplies						
Office Supplies	4,747	10,000	5,604	6,725	8,000	-20.0%
Video Supplies	13,378	17,000	12,536	17,000	21,000	23.5%
Software	13,928	15,000	7,605	14,500	28,000	86.7%
Volunteer Program	11,391	12,000	7,828	12,000	14,000	16.7%
Total Supplies	43,444	54,000	33,573	50,225	71,000	31.5%
Maintenance						
Office Equipment	3,493	7,000	2,991	3,589	7,000	0.0%
Video Equipment	18,601	20,000	12,418	18,000	19,000	-5.0%
Van Operations	14,009	20,000	10,454	12,545	20,000	0.0%
Building & Janitorial	26,295	35,000	58,254	68,000	65,000	85.7%
Total Maintenance	62,398	82,000	84,117	102,134	111,000	35.4%
Printing -- Includes 75% of the cost of printing four issues of the newsletter (25% is charged to NSCC), banquet invitations and program, letterhead, and brochures.						
Publications -- Includes 1/2 cost of Pioneer Press, Lillie Suburban and Focus newspapers, Newsweek and Time magazines, and several other miscellaneous publications.						
Memberships -- Includes Channel 6 and Alliance for Community Media, as well as several state associations.						
Entry Fees -- Covers entry fees for Hometown and NATOA Government Access programming awards, plus additional certificates and/or plaques.						
Video Supplies -- Includes purchase of videotapes, batteries, studio lights and props. Increase in 2012 for computer editing peripherals, including hard drives on which video projects are stored.						
Software -- In 2005, we started a three-year cycle to purchase and upgrade software to ensure that we are using legal copies of all software.						
Office Equip. Maint. -- This account includes maintenance contracts on our servers and network software. (20% NSCC, 80% NSAC in 2011, per new allocation formula)						
Video Equipment Maintenance -- Includes maintenance on our playback system.						
Van Operations -- Includes registration of and maintenance for the production trucks and the mini-van, as well as increased gas purchases. We budgeted the same amount in 2012 as in 2011 as a contingency because of the age of our trucks and because of fluctuations in gas prices.						
Building/Janitorial -- The amount for 2012 includes building overhead expenses billed to us by the Roseville School District and Ryan Companies, as well as janitorial and other building expenses. The 2012 amount will decrease slightly from 2011, but will be higher than we paid in previous years because the common area maintenance costs at 2670 Arthur are higher than at 950 Woodhill. (For everything except costs associated with 950 Woodhill, 20% NSCC,						

**North Suburban Access Corporation
2012 Budget**

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	2010	2011	2011	2011	2012	Percent
	Actual	Budget	Jan-Oct	Estimated	Proposed	Change
			YTD	Total	Budget	
Travel						
Conferences	8,119	12,000	6,712	6,712	10,000	-16.7%
Mileage & Meals	3,514	4,200	3,860	4,632	4,500	7.1%
Total Travel	11,633	16,200	10,572	11,344	14,500	-10.5%
Tuition & Training						
	2,117	4,000	1,062	1,274	4,000	0.0%
Utilities						
	12,000	16,000	30,912	36,013	30,000	87.5%
Leases						
Rent	29,864	84,000	7,536	21,107	81,500	-3.0%
Postage Machine	2,056	3,000	1,850	2,220	3,000	0.0%
Miscellaneous	2,575	3,000	160	320	3,000	0.0%
Total Leases	34,495	90,000	9,546	23,647	87,500	-2.8%
Contractual						
Audit	6,200	6,500	6,000	6,000	6,800	4.6%
Sales Tax	8,086	20,000	8,223	9,868	11,000	-45.0%
Accounting & Payroll	3,365	3,800	2,808	3,370	3,800	0.0%
Insurance	9,000	10,000	12,773	12,773	14,000	40.0%
Legal Fees	41,146	30,000	20,852	25,022	20,000	-33.3%
Special Programming Grants	2,019	0	0	0	0	
Internet Connection	12,008	12,200	10,000	12,200	12,200	0.0%
Miscellaneous Consultants	28,050	35,000	28,564	51,200	30,000	-14.3%
Total Contractual	109,874	117,500	89,220	120,433	97,800	-16.8%
<p>Conference -- Includes attendance at Alliance for Community Media conference by 3-4 staff and/or board directors depending on the cost of the conferences, plus attendance at several local/regional conferences.</p> <p>Tuition & Training -- Includes funding for tuition and wellness program reimbursement for staff, as well as for workshops and other staff training.</p> <p>Rent -- In 2011, per lease agreement, CTV/NSCC paid operating costs only for temporary space and new space until October. The amount for 2011 also includes a small rent amount for 950 Woodhill for January through June. The rent allocation for 2670 Arthur Street is 80% CTV/20% NSCC.</p> <p>Misc. Leases -- Includes our music library lease, \$2,020 payable in 3 annual installments.</p> <p>Legal Fees -- The 2010 and 2011 figures represent legal work on the lease and construction bids at 2670 Arthur Street. This number should decrease in 2012.</p> <p>Special Programming Grants -- We have finally cleared the slate on programming grants for the past couple of years. Because of the expense and staff time involved with our impending move, we continue to recommend not providing for programming grants in 2012.</p> <p>Internet Connection -- The cost of our shared DS3 connections \$1,500 per month, split between NSCC (\$500), NSAC (\$500) and our webstreaming clients (\$500). We have been told that this pricing should remain the same for 2011.</p> <p>Misc. Consultants -- Includes an allocation for IT services from the City of Roseville (\$500/month), moving expenses in 2010 and 2011, and 80% of the cost of the needs ascertainment for franchise renewal.</p>						

**North Suburban Access Corporation
2012 Budget**

11/22/2011
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	2010	2011	2011	2011	2012	Percent
	Actual	Budget	Jan-Oct	Estimated	Proposed	Change
			YTD	Total	Budget	
Communications						
Postage	5,077	6,000	4,363	5,236	6,000	0.0%
Telephone	12,864	14,000	11,981	14,377	15,500	10.7%
Advertising & Promotions	11,815	16,000	17,867	19,150	17,000	6.3%
Total Communications	29,756	36,000	34,211	38,763	38,500	6.9%
Recruiting	0	1,000	1,532	1,532	2,000	100.0%
Total Operating Expenses	323,489	438,650	307,160	405,556	479,450	9.3%
<p>Advertising & Promotion -- Includes print advertising, purchase of t-shirts, parade giveaways, pocket calendars and other promotional items. The 2011 estimated total includes the costs of two open houses. We have increased</p> <p>Recruiting -- Includes advertising for open positions.</p>						

